



# Assign Funding Source (Cost Center)

## TIPS

Have questions about your cost center(s) or funding allocations? Reach out to the [Budget Office](#) in Financial Services!

## RELATED TASK(S)

- Create Student Job Requisition

## RESOURCES

- [Student Employment Support Site](#)

*Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.*

- ▶ Login to Workday.
- ▶ Assign Funding Source/Cost Center (the account where the funding will be pulled from).
  - Click on your Workday inbox located at the top right
  - Click on **<Change Organization Assignments>** task
    - The auto default cost center will populate, click **<Submit>** if no changes need to be made
    - If changes need to be made, click on the edit icon under **Cost Center** and select the corresponding cost center
    - Enter **Reason**
    - Enter **Amount** (the total amount must be entered)
- ▶ Add any necessary comments.
- ▶ Click **<Submit>** to complete the cost center assignment task.

**UP NEXT: HR will post the job requisition.**